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Records Retention Schedule Approval Page

Schedule Number: 0484-001
Effective Date: March 4, 2002
Record Series Title: Department of Transportation Workers Compensation Records
Retention Requirement:

General Office: Temporary Record. Retain 1 year beyond closing date.

District Office: Temporary Record. Retain 1 year beyond closing date.

Area Office: Temporary Record. Retain 1 year after employee has left the department.

If litigation claim or audit has begun prior to the expiration period, then the records in question shall be retained until the litigation and audit has been resolved.

The above retention period is consistent with the requirement of the Georgia Records Act (O.C.G.A. §50-18-90 et seq) and complies with Criteria _C_ for Administrative Approval.

Recommended by:

Andrew S. Taylor
Andrew S. Taylor, Assistant Director for Records Management

2-28-02
Date

The State Records Committee approves this recommended retention period for the named records series.

Signed:

David W. Carmicheal

David W. Carmicheal, Secretary of State Designee

2/28/02
Date

SCHEDULE #

Effective Date:

Record Series Title: DOT Workers Compensation Records

Administrative Need: All employee Workman's Comp and Medical records need to be kept on file until the employee has been separated from the department and the active / open Workman's Comp claim has been resolved. Both files are needed to find the necessary documentation to apply for and get approval to the (SITF) Subsequent Injury Trust Fund.

Retention Requirement :

General Office: Temporary Record. Retain all Workman's Comp and Medical records until the employee has separated from the department. Any active or open Workman's Comp claims should be kept until the claim has been resolved, then one (1) year beyond closing file date.

If litigation claim or audit is started before the expiration period the records shall be retained until all litigations, laws or audit finding involving the records have been resolved.

District Office: District Offices: Temporary Record. Retain all Workman's Comp and Medical records until the employee has separated from the department. Any active or open Workman's Comp claims should be kept until the claim has been resolved, then one (1) year beyond closing file date.

If litigation claim or audit is started before the expiration period the records shall be retained until all litigations, laws or audit finding involving the records have been resolved.

Area Office: Area Offices: Temporary Record. Retain one (1) year after employee has left the department.

The above retention period is consistent with the requirement of the Ga. Records Act (OCGA 50-18-90 et Seq).

Authorized By:

Robert P. Maguire
Bob Maguire, Safety Officer

Date:

02/13/02

Submitted by:

Martha S Lamb
Martha Lamb, Records Management Officer

Date:

02-13/02